



Wisconsin Fund Program "Owner's Checklist"

- ☐ 1 Check your eligibility:
 - a) Residence is applicant's primary dwelling (not a cabin or rental property).
 - b) Combined adjusted gross annual income of owners less than \$45,000. Incomes between \$32,000 and \$45,000 receive reduced rates. If your income falls in this category, check with the Health Department to see if you are eligible to receive funding.
 - c) Farmers or small commercial establishments can have an annual gross revenue up to \$362,500.
 - d) Sanitary system installed prior to July 1, 1978.
 - e) Buyers/Sellers - The buyer of a property is not eligible if the failing private sewage system was replaced prior to the date of sale. The seller is not eligible if the "Determination of Failure" was made after the date of sale.
 - f) You own the structure with the failing system.
- ☐ 2. Have a Certified Soil Tester complete a "Soil and Site Evaluation Report" for the replacement system.
- ☐ 3. Contact the Health Department to evaluate system. The Health Department must verify that your system is failing and issue a "Determination of Failure" notice. Any work done prior to receiving this notice except for the soil test is ineligible for funding.
- ☐ 4. Contract with a plumber who will obtain a "Sanitary Permit" on your behalf.
- ☐ 5. Submit owner's application, \$120.00 fee and a **signed** copy of your U.S. Federal Income Tax Return to Health Department for the year previous to the "Determination of Failure". Application can be made prior to installation of the sanitary system or up to two years after the system has been installed. Applications are submitted to the State once a year in January by the Health Department. Applications received after January 15 will be held over to the following year.
- ☐ 6. Have the plumber install sanitary system. Note: You may apply prior to the installation of the system and be approved for a grant. You will not receive your grant until after the system is installed.
- ☐ 7. You pay the Soil Tester and Plumber in full for all work. Copies of cancelled checks or paid receipts must be submitted to the Health Department. Your grant can be no more than 60% of your total cost.
- ☐ 8. We await a grant award from Department of Commerce. There are no guarantees that you will receive money.
- ☐ 9. After grant award is received we request payment from Department of Commerce.
- ☐ 10. When your check has been prepared you will be notified.
- ☐ 11 You are required to have a licensed septic tank pumper clean your septic tank at least every three years or have it inspected by a licensed plumber. A document that you must co-sign along with the plumber/pumper and return stating this has been done, will be mailed to you every three years.